

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 10-216

AIR FORCE MATERIEL COMMAND

Supplement 1

13 AUGUST 1999

Operations

**EVACUATING AND REPATRIATING AIR
FORCE FAMILY MEMBERS AND OTHER US
NONCOMBATANTS**

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OPR: HQ AFMC/DPXF (Irwin R. Roberts)

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This supplement expands the guidance provided in AFI 10-216, *Evacuating and Repatriating Air Force Family Members and Other US Noncombatants*. It applies to all AFMC installations.

AFI 10-216, 27 December 1993, is supplemented as follows:

1.2.3. The installation commander will determine the need for an evacuation and will issue such orders as are considered necessary to ensure the safety, health and well being of personnel and their family members. The evacuation order should be tailored to the specific circumstances and must have a projected beginning and ending date. When possible, evacuation orders will be coordinated with tenant units on the installation. Evacuation orders should be limited to specific counties in a local area affected by a natural disaster, e.g., tornado, hurricane, floods, earthquakes, etc., and to specific civilian personnel and family members affected by such natural disasters. Note that military members can not draw evacuation benefits unless they are escorting others being evacuated. If it is necessary for military members to move out of the disaster area to continue performing their duties, they must be placed on TDY or PCS orders. Oral evacuation orders are effective when given and should be confirmed in writing as soon as practicable.

2.4.1. (Added) In cases where the natural disaster has already occurred, a commander should issue an evacuation order only if there remains a continuing, significant threat to the safety or health of a significant percentage of those assigned to the installation or their immediate families, and funds are available to support evacuation entitlements.

2.4.2. (Added) Evacuation orders are not to be used solely to create an entitlement to disaster-related benefits. Post-disaster, commanders should consider the availability of other sources of assistance, e.g., Red Cross, Air Force Aid Society, Federal Emergency Management Agency (FEMA), private insurance and government personnel claims assistance, before ordering an evacuation. Evacuation benefits should be used only to pay for evacuation-related costs not covered by other sources of federal funding.

2.4.3. (Added) Ensure evacuees understand they are not entitled to receive payments from more than one federal source for the same disaster-related expense. For example, if an evacuee receives FEMA relocation assistance to pay for emergency lodging, that lodging assistance should be deducted from any evacuation lodging assistance provided by the Air Force. Ensure that all requests for payment submitted by evacuated military family members and/or civilian employees contain a statement that they understand they are not entitled to dual federal payments for the same disaster-related expenses; and should they receive payments from another federal agency, such payments will be deducted from any payments made by the Air Force for the same expense.

Attachment 1

LIST OF REFERENCES

5 U.S.C. § 5522

5 U.S.C. § 5725

37 U.S.C. § 405a

Joint Travel Regulation (JTR), Vol. 1, Chapter 6, part B

Joint Federal Travel Regulation (JFTR), Vol. 2, Chapter 12

5 C.F.R. Part 550, subpart D

STEVE N SMITH, SES
Director, Personnel